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Executive Assistant to DCINO CHANGE in Class. ☐
Director of Training ☐ DECLASSIFIED
Weekly Summary Report Class. CHANGED TO: CS S (C)
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Date: 25/01/78 By: 008

1. Appropriate representatives from the Office of Training are presently reviewing the curriculum of the proposed six-weeks Basic Intelligence Course in the light of comments and recommendations received from the various Offices of the Agency. Following the completion of this task the new curriculum will be sent to the Training Liaison Officers for coordination within their own Offices. Discussions will be held as required and the program finalized by 15 January.

2. A meeting was held on 5 December with the Deputy Chief, NE/FI, and representatives of the Office of Training to finalize a request from NE/FI to develop training courses at the University . This program will be initiated through University and will provide a secure method for training Agency personnel in the Arabic language and in area studies pertaining to the Near East.

3. The Medical Office has requested that the Office of Training set up a program of management training for supervisory personnel. This program is to begin in January.

4. Project

On 9 December 1952 Project was discussed at a meeting consisting of most members of the Project Review Committee for affirmation of prior approval and for further action. At the meeting the following agreements and/or decisions were reached:

- (a) That the necessity existed for a maritime training and development program within CIA and that such a program should be activated.
- (b) That the site previously selected was confirmed and authorization for executing lease of the property was granted.
- (c) That procurement of personnel to staff the program should be recommenced.
- (d) That lists of equipment and items of cost for the program be reviewed by the DD/A in preparation for submittal of the project to the DCI.

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5. A survey team from the Office of Procurement and Supply visited [REDACTED] during the past week and reported to the Chief, Procurement and Supply that "The excellent control and issuance of expendable office supplies at this station is deserving of special comment. The [REDACTED] supply personnel have done an outstanding job and should be commended for their very fine performance and application of good supply principles and discipline."

6. As of 12 December, 248 CIA personnel are enrolled in TR(S) training courses, 470 in TR(G) courses, and 250 in external training, making a total of 968 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

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cc: DD/A
DD/I
DD/P

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